



## County of Hyde

<b>Job Title:</b>	Custodial Maintenance	<b>Job Category:</b>	Maintenance
<b>Department/Group:</b>	Maintenance Dept./Utilities	<b>Job Code/ Req#:</b>	55
<b>Location:</b>	Hyde County	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	\$10.00/hr. for 16 hours per week	<b>Position Type:</b>	Part-Time
<b>HR Contact:</b>	Tammy Blake	<b>Date posted:</b>	06/20/14
<b>Will Train Applicant(s):</b>	N/A	<b>Posting Expires:</b>	07/11/14
<b>External posting URL:</b>			
<b>Internal posting URL:</b>	<a href="http://www.hydecountync.gov">www.hydecountync.gov</a>		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (252) 926-3703 or <a href="mailto:cberry@hydecountync.gov">cberry@hydecountync.gov</a> Subject Line: Custodial Maintenance <b>Attention:</b> Clint Berry		<b>Mail:</b> Clint Berry Hyde County Government Human Resources P.O. Box 188 Swan Quarter, NC 27885	
<b>Job Description</b>			
<b>Description of Work:</b> <ul style="list-style-type: none"><li>• Performs routine and comprehensive custodial maintenance duties of assigned facilities.</li><li>• Performs various maintenance and custodial duties such as cleaning, installation and repair to fixtures in restrooms, hallways, offices and common areas.</li><li>• Troubleshoots and repairs minor plumbing and electrical problems; replaces a variety of light bulbs and lighting accessories; replaces a variety of HVAC filters.</li><li>• Maintains inventory and submits written requests for supplies.</li><li>• Operates power equipment such as pressure washer, hand and power tools, vacuums and County vehicles.</li><li>• Performs preventative maintenance in and around facilities.</li><li>• Cleans walls, windows and blinds; removes dust and cobwebs.</li><li>• May sweep sidewalks and pick up trash outside and empty trashcans. Other minor grounds keeping duties may be required.</li><li>• Sweeps and mops offices, hallways and staircases; places safety signs if floors are wet.</li><li>• Greets visitors to building, provides direction to offices; answers questions or directs to appropriate personnel.</li><li>• Performs related duties as required.</li></ul>			
<b>Skills/Qualifications:</b> <ul style="list-style-type: none"><li>• Have a working knowledge of cleaning methods, materials, and equipment including the safe use of cleaning chemicals used on the job.</li><li>• Have a working knowledge of routine maintenance requirements of buildings and equipment used.</li><li>• Ability to identify cleaning needs and resolve with appropriate methods and supplies.</li></ul>			

*Hyde County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.*



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- Ability to perform manual labor requiring continuous physical effort.
- Ability to understand and follow instructions in English.
- Ability to establish and maintain effective working relationships with supervisors, co-workers and the public, when required, and to work effectively as a team member.
- Ability to receive instructions and carry out work with minimal supervision.
- Requires frequent sitting, standing, walking, occasional bending, kneeling, reaching and lifting.
- Ability of communicate effectively with others.
- Requires finger dexterity, visual acuity necessary for reading records and instructions, and to perform close work.
- Requires hearing acuity necessary to hear people in person.
- Must be able to lift and carry boxes or cartons up to 50 pounds.
- Employee must be well-groomed and dress appropriately.
- Must have a valid North Carolina driver's license and be able to operate a motorized vehicle without the assistance of another employee.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

### **Desired Education and Experience:**

Ability to read and write in English, high school graduation preferred and some experience in custodial work or an equivalent combination of education and experience. Custodial and building maintenance in a business setting preferred.

### **Non-Discrimination**

Applicants will be evaluated for this position based solely on qualification, without regard to race, color, national origin, disability, religion, age or sex.

### **Application Process:**

Hyde County applications can be obtained at the Human Resources office during regular business hours at the address listed above or at: [www.hydecountync.gov](http://www.hydecountync.gov).

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